

**DEPARTMENT:** TOWNS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 9, 2018

### POLICE CAPTAIN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the operations of the patrol force and civilian staff during an assigned shift. Work is performed according to established policies and procedures of the department; however, independent judgment is exercised in assigning officers and supervising them in their duties. General supervision is received from the Police Chief. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Supervises the activities of the patrol force and civilian staff during an assigned shift;
2. Supervises the operation of the patrol division, traffic division, and training/support division within the department;
3. Coordinates departmental scheduling of officers;
4. Implements departmental policies, rules, regulations, and procedures as they pertain to police activities, personnel and equipment;
5. Instructs subordinate officers in proper police procedures at the scenes of accidents, riots, crimes, or fires;
6. Supervises the arrest procedures, interrogation and bail of prisoners;
7. May conduct staff meetings or training classes;
8. Collaborates with other departments or agencies to develop grants, training programs, or to aid in investigations or other related police activities;
9. Assists the Police Chief in the preparation of the annual budget and completes required paperwork as required;
10. Prepares and delivers annual employee evaluations;
11. Coordinates, performs, and delegates criminal and internal investigations;
12. Administers department disciplinary measures in consultation with the Police Chief;
13. May perform the duties of the Police Chief in his absence.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of police work; thorough knowledge of New York State Penal Code, Code of Criminal Procedure, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to police work; thorough knowledge of the geography of the city; familiarity with the operation of various types of departmental communication equipment; good oral and written communication skills; ability to comprehend complex written material; ability to lead and direct subordinate officers; ability to maintain records; ability to deal courteously, but firmly with the public; sound judgment and powers of observation; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS**

Five (5) years of permanent competitive status as a Police Officer in the Town by the date of written examination.

**SPECIAL NOTE:** After 9/1/84, no person shall be eligible for appointment nor shall be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by Section Six of Article Five of the Constitution of the State of New York, or has previously served as a member of the New York State Police. Chapter 1016 of the laws of 1983, Section 58 1-b, New York State Civil Service Law, MSD-CL-23-83. (Added 6/13/85)